

## **9 FAM APPENDIX F 500 MAINTAINING AND DISPOSING OF CLASSIFIED OR ADMINISTRATIVELY-CONTROLLED VISA FILES**

*(TL:VISA-474; 10-17-2002)*

### **9 FAM 501 SEPARATE FILES**

*(TL:VISA-474; 10-17-2002)*

Posts must file all visa material classified "Confidential" or higher, or designated "Limited Official Use," separately from unclassified visa material and safeguard it in accordance with applicable security regulations. (See 9 FAM Appendix F, 202 regarding Category One refusals.)

### **9 FAM 502 FILES ORGANIZATION**

*(TL:VISA-474; 10-17-2002)*

Posts must divide the classified visa file into subject files and A-Z files as set forth in 9 FAM Appendix F, 400 and 9 FAM Appendix F, 500.

### **9 FAM 503 TRANSFERRING FILES**

*(TL:VISA-474; 10-17-2002)*

If an alien's file is to be transferred to another post, the post should send the classified and unclassified files relating to the alien at the same time, under cover of an appropriately classified communication.

### **9 FAM 504 MINIMIZING VOLUME OF CLASSIFIED MATERIALS**

*(TL:VISA-474; 10-17-2002)*

In order to keep down the bulk of classified visa files and to lessen the possibility of classified material being misplaced, the Department recommends destroying unnecessary extra copies of documents at the time the record copy of the document is filed.